

ROUTING AND RECORD SHEET

83-2610

SUBJECT: (Optional)

Compensation for Secretaries

FROM:

James N. Glerum
Director of Personnel
5E58 HQS

EXTENSION

NO.

DATE

83-1652/1

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. <i>Ed</i> / DDA 7D18 HQS	11 AUG 1983	11 AUG 1983	<i>AG</i>
2. <i>ADD A</i>		12 AUG 1983	<i>2</i>
3. <i>DDA</i>	12 AUG 1983		<i>D</i>
4.			
5. <i>Cons / DDA</i>			<i>R</i>
<div style="border: 1px solid black; width: 200px; height: 80px; margin: 5px;"></div>			<i>Spw</i> <i>3</i>
8. <i>Registry</i>			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

STAT

50-4

L/Per
83-2610

AUG 10 1983

DD/A Registry
83-1652/1

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum
Director of Personnel

SUBJECT: Compensation for Secretaries

REFERENCE: Memo from [redacted] to the DDA;
[redacted] Dated 27 June 1983; Subject: Rewards
for Secretarial Performance

STAT
STAT

STAT

[redacted]
Thank you for directing my attention to the memorandum from [redacted] suggesting that consideration be given to a form of proficiency pay to secretaries who master word processing equipment and increase their typing production. As you know, secretarial salaries and job structure continue to be an issue of concern within the Agency. I have been sensitive to the need for an in-depth study of the secretarial/clerical issue and, thus, have approved a review of this issue by the Position Management and Compensation Division (PMCD) as soon as an additional resource can be made available to PMCD. This is to occur in early September. [redacted] suggestion will certainly be considered in that upcoming study.

STAT

STAT

STAT

[redacted]
James N. Glerum